

**Management Control Evaluation Checklist  
Freedom of Information Act Program**

<b>REGULATION NUMBER:</b>	<b>AR 25-55</b>
<b>DATE OF REGULATION:</b>	<b>1 Dec 97</b>

**PAGE 1 OF 2 PAGES**

**Assessable Unit : (Mailing address and phone number)**

**Function.** The function covered by this checklist is the Freedom of Information Act Program.

**Purpose.** To ensure that prescribed policies, procedures, and responsibilities contained in 5 USC 552 are followed to allow access and release of Army records to the public. The document used to accomplish the control objective is AR 25-55. This checklist ensures that a Freedom of Information Act Program is established and implemented. Appoints an individual with Freedom of Information Act Program responsibilities and ensures designation of appropriate staff to assist him/her.

**Instructions.** Answers must be based on the actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on the enclosed DA Form 11-2-R (Management Control Evaluation Certification Statement).

**Supersession.** This checklist replaces the checklist for the Freedom of Information Act Program previously published.

**Comments.** Help make this a better tool for evaluating management controls. Submit comments to HQDA (SAIS-IA-R), 107 ARMY PENTAGON, WASH DC 20310-0107.

**Evaluation conducted by: (Name, Grade, Title, Office Branch, Telephone Number)**

**Date of Evaluation**

**Evaluation Results: (Document the evaluation results on DA Form 11-2-R, in item 7)**

## Management Control Evaluation Checklist Freedom of Information Act Program

<b>REGULATION NUMBER:</b>	<b>AR 25-55</b>
<b>DATE OF REGULATION:</b>	<b>1 Dec 97</b>

**PAGE 2 OF 2 PAGES**

[illegible]